

## **Policy I Societies**

### **1.01 Ratification**

All societies must apply for ratification each academic year. The ratification of societies shall expire April 30<sup>th</sup> of each year, regardless of when the society was ratified. Applications for ratification shall be accepted beginning May 1<sup>st</sup> of each academic year by the MSVU SU Vice President Student Life.

The society's ratification application must be approved by the MSVU SU Society Affairs Committee and referred to the MSVU SU Students' Representatives' Council for ratification.

Societies shall be notified by email within one week of their ratification by the MSVU SU SRC.

The MSVU SU requires that all societies adhere to certain requirements prior to ratification by the MSVU SU SRC. Those that do not meet the following requirements will not be considered for ratification:

1. The society must be governed by a constitution, which it must submit to the MSVU SU Society Affairs Committee prior to being considered for ratification. The society's constitution must include the following requirements:

- a. **Name of the society**

- i. Shall include the name of the organization. The name of the group that will be used in all official capacities must be included.

- b. **Purpose of the society**

- i. Shall be a summary of the objectives of the intent of the club, society, or association.
    - ii. The society must not have a purpose that conflicts with the MSVU SU's mission and vision statements.
    - iii. The society must not have the same purpose as any society that has already been ratified by the MSVU SU SRC for the academic year.

- c. **Membership**

- i. Shall state who is eligible for membership
    - ii. Shall state the classification of members (if necessary), i.e. Regular, Honorary, etc
    - iii. Shall state the procedure for becoming a member
    - iv. Shall state whether or not dues or fees will be required to obtain membership (if applicable).
    - v. Non-students, such as faculty members or members from the community, as well as MSVU SU Executive Committee members, may hold non-voting positions within the society.
    - vi. Any MSVU SU committee member may not hold a vote at council which concerns any society that he or she sits on.

- d. **Executive Positions**

- i. Shall present a list of the executive officers of the group
    - ii. Shall state a summary of the functions and/or duties of each officer
    - iii. The constitution of the society must clearly outline the duties of the executive positions.

- e. **Meetings**

- i. Shall specify when regular, special, and/or executive meetings shall be called
    - ii. Shall state the procedure for calling a meeting
    - iii. Shall state what quorum will be for meetings
    - iv. Shall state provision for a majority vote required to pass a vote
    - v. The society must hold regular meetings determined by its' constitution.
    - vi. Any societies which collect membership fees must provide all paying students with a vote during their election process.

- f. **Nominations and elections of executive positions**

- i. Shall contain procedure for nomination
    - ii. Shall state the qualification desired/required for the position (if applicable)
    - iii. Shall state the qualification desired/required for the position (if applicable)
    - iv. Shall state the majority vote required to be a winning candidate
    - v. Shall state the date by which elections must be held

- g. **Impeachment**

- i. Shall state the procedures and majority vote required to impeach an executive member or members.

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#### **h. Finances**

- i. Shall state the:
  - a. source of funds
  - b. signing officers
  - c. fiscal period
  - d. who passes the organization's budget
- ii. Any society which collects fees from students must have their books audited by the MSVU SU at the end of each academic term.
- iii. The society must carry over any surplus to the next academic year.
- iv. In the case that the society dissolves, any surplus shall be remitted to the MSVU SU, where the money will then be added to the Society Grants line in the MSVU SU budget. Any debt must be paid off.

#### **i. Constitutional Amendment(s)**

- i. Shall contain procedure for such, including notice of motion.
- ii. Shall specify the majority vote needed to pass an amendment.
- iii. The society must have a process outlined in its' constitution that clearly explains how the amendments to the constitution are adopted.

#### **j. MSVU SU Ratification**

- i. The society must outline that each academic year the society must re-apply for ratification with the MSVU SU.

#### **k. Miscellaneous**

- i. Shall contain any applicable information which is not stated in the above articles.

2. The society must be governed in accordance with the constitution, by-laws, and policies of the MSVU SU, excluding any social, external or academic policies.
3. The society must not have any outstanding debts with the MSVUSU.
4. All academic societies must have approval from a faculty member of that particular department.
5. The society must agree by contract to abide all policies and to be accountable to the MSVU SU at the end of the academic year via a detailed report outlining all financial revenue and expenditures for the academic year.
6. The society's activities must not interfere with the ordinary course of business at Mount Saint Vincent University.
7. The society's activities must not infringe on the rights or privileges of others, which include the rights to privacy and freedom of expression and association.
8. The society's executive must read the University's Fair Treatment Policy and sign that they have read and understood the material, agree to abide by the policy and to educate the members of the society about the policy.
9. The society's executives must read the MSVU SU Society Policy and sign that they have read and understood the policy, agree to abide by the policy and to educate the members of the society about the policy.

#### **1.02 Appeals to the Society Affairs Committee**

In the event that a society is not approved for either ratification or funding by the MSVU SU Society Affairs Committee, the society may request the committee to reconsider its' decision within fourteen days of the committee's original decision.

The society may provide reasons for reconsideration to the MSVU SU Society Affairs Committee through either a written statement or a presentation.

In the event that a society is not approved for ratification after reconsideration by the MSVU SU Society Affairs Committee, the society may request an appeal to the MSVU SU SRC.

#### **1.03 Disciplinary Measures**

The MSVU SU SRC holds right to discipline societies.

Disciplinary matters may include a written warning, a probationary period at length determined by the MSVU SU SRC, the loss of society privileges as determined by the MSVU SU SRC or the de-ratification of the society.

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The following will be cause for disciplinary measures:

1. The society violates the constitution of the MSVU SU.
2. The society violates the constitution of the society as approved by the MSVU SU Society Affairs Committee.
3. The society abuses any services or privileges of the MSVU SU.
4. The society commits an offence that breaks federal, provincial, or municipal laws.
5. The society violates Mount Saint Vincent University's Fair Treatment Policy.
6. The society fails to notify the Vice President Student Life that it will be holding an alcohol related event occurring inside of the MSVU's licensed premises or an event involving high risk activities that occur on-campus.
7. The society is guilty of any other conduct that the MSVU SU Society Affairs Committee deems as unbecoming of an MSVU Society.
8. The Society fails to attend and/or give written notice of regrets for two or more Society Representatives' Committee meetings.

The de-ratification of a society entails the loss of MSVU SU society status and all privileges granted to the society by the MSVU SU.

In the case where the Society Affairs Committee believes that there is cause for de-ratification, the committee shall give notice of motion to de-ratify to the MSVU SU SRC and notify the society that notice has been given.

The motion to the MSVU SU SRC to de-ratify a society must receive fifty percent plus one majority of the SRC in order to be successful.

A de-ratified society will not be considered for ratification until the following academic year. If a society is de-ratified after March 1<sup>st</sup>, it will not be eligible for ratification until the winter semester in the next academic year.

#### **1.04 Accountability**

Any society which collects fees directly from students in the form of membership fees must submit its' financial records to be audited by the MSVU SU at the end of each semester. Failure to do so, will result in suspension of the society until the records become available.

Every society must submit a budget for the year to the Vice President Student Life, which will indicate where all revenue is gained. Failure to acknowledge revenue from any area will result in the suspension of the society. Adjustments can be made at any point by a society vote, however such adjustments must be forwarded to the Vice President Student Life.

The society must carry over any surplus to the next academic year.

In the case that the society dissolves, any surplus shall be remitted to the MSVU SU, where the money will then be added to the Society Grants line in the MSVU SU budget.

Any debt must be paid off.

#### **1.05 Grants**

All ratified MSVU SU societies can apply and be considered for MSVU SU grants. The funds are intended to help defray the costs societies incur throughout the Union's fiscal year. It is the Society Affairs Committee that makes the recommendations during the school year. Only ratified societies are eligible for grant funding. Before you can receive any funds you must follow the ratifying process with the Vice President Student Life.

Upon making a request, the following information should be submitted a minimum of three weeks before the event, as the grants process is somewhat prolonged.

1. A copy of your society's most up to date budget. Please note why you are unable to find the funds within your own budget.
2. Fill out a Society Grant Proposal.
3. Note the number of Mount Saint Vincent University students who will benefit, if the grant is awarded.
4. Note the size of your society and how long it has been operating.
5. Societies wishing to apply for a grant for conference(s) must do a presentation to the Society Affairs Committee. The society must have written support from 50 percent plus one majority of society in order to apply for a grant for a conference. The conference must be related to the mission and vision of the society and must benefit the rest of the members in some way.

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6. Grants are not intended to be carried over from year to year. Thus, all cheques which have not picked from the MSVU SU by April 30<sup>th</sup> will be cancelled.

7. The Vice President Student Life must archive a record of all grant allotments issued in a given year.

Commented [LA1]: Vice President Communications

8. Each archived record must be accompanied by the original application or a photocopy.

9. Any society which receives a grant shall advertise or mention the MSVU SU's support and sponsorship for the grant.

10. Societies must pick up grants from the SU Health Plan Administrator and must sign for them.

Commented [LA2]: Vice President Communications

11. Societies are eligible for base funding grants. This funding is intended for any financial implications that a society may incur due to start up costs (i.e. bank fees). The purpose of the base funding grant is to bring all society accounts to the \$60.00 level. (If your society's bank account is at \$5.00, your society will be eligible for a \$55.00 base funding grant.

Where discrepancies exist between the MSVU SU Constitution and this policy, the MSVU SU Constitution shall take precedence.

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### 1.06 Society Privileges

The MSVU SU will provide the following privileges to ratified societies:

1. The ability to use the Mount Saint Vincent name.

2. The ability to apply as a society for MSVU SU grants.

3. Bulletin committee space, if available.

4. The ability to book rooms on campus free of charge, subject to availability. For Vinnie's Pub bookings, please refer to the Vinnie's Pub Booking Policy. All events done in any space of the MSVU SU must be approved by both the Vice President Student Life.

Commented [LA4]: Vice President Communications

5. The ability to use photocopying, mailing, and faxing privileges from the MSVU SU. The society may do a maximum of 250 photocopies, 10 faxes, and 10 mailed letters by the MSVU SU per each academic term. Should the society exceed the limit allotted, they may use these services at a discount rate determined by the Information Services Manager.

All societies must adhere to Conference Services policies when booking a room for an event. This may include the policies of Aramark Food Services.

Commented [LA5]: Chartwells

The MSVU SU reserves the right to withhold the above privileges from a society as it deems necessary.

The MSVU SU reserves the right to grant additional privileges to a society when deemed appropriate. This will be considered on a case by case basis.

The MSVU SU Vice President Student Life shall be considered a resource for societies and shall offer information or advice on advertising, event planning, fundraising, or any other society related matter to any interested society.

### 1.07 Risk Management

Societies have the responsibility to take all necessary precautions to limit liability while hosting or participating in high risk events or activities.

Any society that plans to hold any alcohol related event outside of a University licensed area will be required to obtain a single liquor event policy for an additional charge facilitated by Conference Services.

Any society that wishes to hold an event on campus involving activities such as events that involve physical activity where injury to a participant is foreseeable must submit a request to the MSVU SU Vice President Student Life at least 21 days prior to the event.

Any society that plans to hold an event off campus must submit a request to hold the event to the MSVU SU Vice President Student Life 21 days prior to the event.

Commented [LA6]: Vice President Communications

Societies are not permitted to organize or partake in pub crawls or any activity of a similar nature.

The MSVU SU reserves the right to discipline any society that does not act in accordance with these policies. This may include de-ratification of the society. Please refer to the Disciplinary Measures section of the policy.